

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
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1.0 PURPOSE

The Office of Space Management (OSM) system is used by the National Cancer Institute-Frederick (NCI-Frederick) management, to efficiently assign space to the various projects located at NCI-Frederick. The purpose of this system is to provide quarterly reports as required by the contract. The system also provides specialized reports to the management at NCI-Frederick. Data maintained by the system allows the identification of underutilized areas and assists in planning renovations and project relocations. It is also used as input to the NCI-Bethesda and NIH Space Management systems.

2.0 GENERAL

The Office of Space Management gathers, maintains, and continually updates space management data and the Facility Building Guide at NCI-Frederick. The collection of space management data is accomplished through quarterly Space Management Update Reports, (Exhibit A), the Facility Building Guide, (see procedure FMEP-G-0040), and direct communications. Space management information is maintained in an Access database. The fields in the database (Exhibit B) list pertinent data such as building, floor, room, square footage per room, room assignment, and primary room use.

All net useable space in each building consists of physical data and functional data.

Net useable space consists of that portion of the gross area that is available for use by an occupant and/or furnishings/equipment. Net useable space does not include stairs, elevators, corridors, stacks, shafts and restrooms (with the exception of barrier areas).

Physical data consists of building numbers, floors numbers, room numbers, room area in square feet, that are consistent with the Facility Building Guide square footage numbers and room number assignments

Functional data consists of room assignment by Center Number. Associated with each Center Number is a Division, Lab/Branch and Section/Center. (Exhibit C)

Primary use for each room consists of use codes; the use code represents the primary purpose of a room (Exhibit D)

Key names for each Center Number include the person with administrative responsibility (Exhibit E), Lab Chief/Equivalent and Principal Investigator/Equivalent (Exhibit F).

3.0 PROCEDURE

3.1 Timetable for Issuance of Reports

<u>QUARTER</u>	<u>UPDATES DISTRIBUTED TO PROGRAMS</u>	<u>UPDATES RETURNED TO OSM</u>	<u>DATE DUE TO NCI</u>
1st	October 17	November 5	December 10

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2nd	January 17	February 5	March 10
3rd	April 17	May 5	June 9
4th	July 17	August 5	September 9

Reports are due 21 calendar days prior to the end of each quarter. Quarters end on March 31, June 30, September 30, and December 31.

3.2 Steps for Gathering and Recording Space Management Data

A Reporting Cycle Check-Off List is maintained throughout the process (Exhibit G) of collecting the data. An Update Report (Exhibit A) is sent to all administrators on the distribution list (Exhibit E). The Update Report is listed by grouping on the Space Management responsible person (the Administrator) and sub-grouped on Center Number, then sorted on building, floor, and room. Information from all approved sources is entered into the Space Management Markup Report (Exhibit H). The OSM Markup Report is a modified Bldg/Rm report used to correct and record new information. Sources of information include memoranda citing space changes with NCI approval/authorization, (Exhibit I) verbal communications from NCI Management or the Director of SAIC, communication with Facilities Maintenance and Engineering (FME), and programs that have indicated physical changes. FME will advise OSM of all changes that impact square footage or other space management data. Information for the new quarter will be recorded up to the return due date for inclusion in the quarterly update. Questionable or non-documented changes must be approved by the NCI. All changes should be documented in the Markup Report.

3.3 Update Report

Print two copies of the quarterly Update Report. One report is to distribute while the other report is to keep for future reference. Group the report by "SPACE RESPONSIBLE" person. Prepare the memo with instructions for correcting the Update Report (Exhibit J) and Update Distribution List (Exhibit H). Prepare the mailing labels for the people on the distribution list for the Update Report. Photocopy update request memo and update distribution list, and keep copies for future reference. The Update Report along with a copy of the cover memo and Use Code list is sent to all names on the Update Distribution List. Distribute update request packages according to the time schedule.

3.4 Information for Recording Returned Update Report Data

Write the date on the reporting cycle log-in list (Exhibit M) when the Update Report is returned to OSM. Enter all corrected information on the space management Markup Report. Investigate all questionable changes and keep documentation on all decisions. Review previously returned update data in SPACE ASSIGNMENTS PENDING file for further processing or "continued hold" status. Furnish the NCI with a summary of any major changes that have occurred in the quarter. Approximately two weeks after the NCI submission date there will be a meeting with the NCI-Frederick Director to review the summary of changes for the quarter.

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3.5 Preparing New Space Management Reports Using Access Software for NCI Submission

Print proofing copy of each type of report. Thoroughly proof each report against the Markup Report. Print two copies of each type of report. Submit one copy of the reports to the Publishing Department for duplicating. After receiving the copies from Publications type the cover memo to submit the reports to the NCI (Exhibit K). This memo is to the Director of Contracts and Administration and through the Engineering manager and from the Office of Space Management. Copy the Director of Operations and Technical Support (OTS). Make one copy of each type of report and submit to Director of Operations and Technical Support (OTS) (highlight the name of Director on cover letter). Staple and package "courtesy copy" reports with Use Codes package. Mail reports in interoffice envelopes to everyone on the Courtesy Copy Distribution List (Exhibit L).

3.6 Archiving Space Management Reports and Data

Archive the following space management reports each quarter. One copy of each report is filed in the ARCHIVE REPORTS file drawer. The Update Return Log, and all returned documents concerning space assignments for the respective quarter are filed in the ARCHIVE REPORTS file drawer. The Space Management Markup Report is also filed in the ARCHIVE REPORTS file drawer. Each quarter a copy of the quarter's data should be backed up on the G drive. This should be stored under G:\User\Kathy\My Documents\Access

3.7 Make Preparations for the Following Quarter

Replace previous quarters' reports in the SPACE MANAGEMENT OFFICE ARCHIVE REPORTS file. Check quantity of blank labels, envelopes and other required supplies. Update any administrative information such as additions or deletions to distribution lists, changes in the Chart of Centers, etc. This information should also be reviewed for completeness just prior to the Update Request distribution. Each quarter an updated Access file the Chart of Centers should be obtained from the Finance Department. The file is used to update the Accounts file with new Center Number and Center Number changes along with changes in Lab names and changes in personnel. Update the first and second (contract year) digits of the Center Number and the YR field in Access between October and December. Print a list of Center Numbers and programs from the Accounts table and compare them to the most recent Chart of Centers. Investigate any discrepancies.

FMEP-G-0040 Exhibits

Exhibit A- Space Management Update Report (4 Pages)
Exhibit B- Access Database Fields (1 Page)
Exhibit C- Chart of Centers (1 Page)
Exhibit D- Use Codes (1 Page)
Exhibit E- Key Names (1 Page)
Exhibit F- Key Names (1 Page)
Exhibit G- Reporting Cycle Check-Off List (2 Pages)

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Exhibit H- Distribution List (1 Page)
 Exhibit I- Communication (1 Page)
 Exhibit J- Update Report Transmittal (1 page)
 Exhibit K- Update Report Transmittal (1 page)
 Exhibit L- Courtesy Copy Distribution (1 page)
 Exhibit M-Update return log (1 page)